



Capital Planning Committee

Capital Plan for FY2024 (July 1, 2023 – June 30, 2024)
5-Year Plan for FY2024 – FY2028

Date: Thursday, October 6, 2022
Time: 5:00pm-7:00pm
Location: Zoom Meeting

Minutes

Attendance: Joseph Barr (left at 6:00pm),
Ida Cody,
Jose Farias,
Darrel Harmer,
Jonathan Haughton,
Kate Loosian (arrived at 5:30pm),
Michael Mason,
Chris Moore,
Joe Solomon,
Julie Wayman, Budget Director,
Timur Kaya Yontar,
Elizabeth Homan.

Not in attendance: Phyllis Marshall.

Meeting Opened: Mr. Yontar called the meeting to order at 5:03pm.

Approval of Minutes: The minutes from the September 29, 2022 meeting were reviewed and approved by the following vote:

Joseph Barr: Yes,
Ida Cody: Yes,
Jose Farias: Yes,
Darrel Harmer: Yes,
Jonathan Haughton (made motion to approve): Yes,
Kate Loosian: Absent,
Phyllis Marshall: Absent,
Michael Mason: Yes,
Chris Moore (seconded motion to approve): Yes,

Joe Solomon: Yes,
Timur Kaya Yontar: Abstain.

Introductions: Mr. Yontar introduced himself to the Committee in more detail, since he was not in attendance at the prior meeting when continuing Committee members introduced themselves.

Meeting Recordings: The Committee discussed the possibility of recording meetings so that people can review the discussion of capital requests if they miss all or part of a meeting. Mr. Yontar noted the benefit of this ability to review meeting details but also expressed a concern that since Committee members are generally expected to be in attendance at every meeting, he doesn't want meeting recordings to become a substitute for attendance. Ms. Wayman asked about how long the meeting recordings should be kept, since they can be deleted once the minutes are prepared and approved. With general approval, the Committee agreed to record all future meetings and keep the recordings for two weeks or until the next meeting, whichever is longer.

Upcoming Meetings:

- The Recreation and Public Works subcommittee indicated that the Recreation budget should be ready to present on 10/20, but the Department of Public Works budget will need to be later, on either 11/3 or 11/17.
- The Administration subcommittee indicated that the Purchasing and Facilities Department budgets will be ready to present on 10/20, with other departments ready to present on 11/17.
- The Finance subcommittee indicated that the Planning/Community Development and Redevelopment Board budgets should be ready to present on 10/20, although that depends somewhat on speed with which they get back to the subcommittee with answers to questions. They expect that the Council on Aging and Department of Health and Human Services budgets should be ready to present on 11/3.

Subcommittee Report-Arlington Police Department: Mr. Yontar presented the requests from the Arlington Police Department (APD):

- 27-AED Replacement: APD is concerned that these won't last the full eight years as originally assumed, due to duty cycle. The subcommittee is recommending that these not be replaced on this cycle, but moved to FY30 per original plan (meaning that they would not appear in the plan). Mr. Haughton made the point that this is relatively far out and there is plenty of time to revisit this decision if there is an issue.
- 28-Bola Wrap: A question was raised about whether this purchase should be accelerated and to take place earlier than FY28, if these are a good non-lethal option, which the subcommittee will consider. There was also a question about how this relates to the Civilian Police Advisory Board and whether this is something that they support. It was also suggested that APD should look for grant funding for these.
- 31-Firearms: Mr. Moore pointed out that based on the Committee's definition, these do not count as a capital item and should therefore be considered as part of the operating budget; the subcommittee will pass this message back to APD.

- 33-QED Server: Existing server is at the end of its useful life and needs to be replaced. Questions were raised about whether this could be cloud-based or a virtual server on a Town-owned server, and whether there are proper data backup procedures in place, which the subcommittee will look into.
- 29-Bullet Proof Vest Program: This request represents a worst-case scenario for cost, since vests could be cheaper and there are generally grants available to pay a portion of the costs. In addition, there are unspent balances from prior years. The Committee discussed the likelihood of receiving those grants and whether a portion of this could be deficit spending if receiving a grant is relatively certain.
- 30-Cooling Tower: This request has been moving forward in the plan for multiple years and is supported by the Facilities Department. A question was raised about whether this also requires a new chiller, but it does not appear to be the case. There was also a question as to whether this number has been updated to reflect inflation, and it does not appear to have been, so the subcommittee will check on the accuracy of the number.
- 32-Parking Control Vehicle: A question about whether they can use an e-bike rather than an electric vehicle, so the subcommittee will check on that possibility.
- 34-Specialty Vehicle: New request for another motorcycle in FY25, to expand the capacity of the traffic enforcement unit. The Committee discussed the need for this vehicle and how it relates to overall Town public safety priorities. Mr. Yontar noted that this is related to the Town's desire to increase enforcement, particularly in the context of the lowering of the townwide speed limit to 25 MPH that happened a few years ago. There were also questions raised about whether the priority level for this is still a 4, given the potential importance of traffic enforcement.
- 35-Vehicle Replacement Program: This item is a continuation of their ongoing replacement program for vehicles, which has been discussed in the past. Mr. Yontar explained that these vehicles spend a lot of time with their engines running, both because they are in use 24 hours/day and because they have to remain on to power the electronics in the vehicle. They are currently looking to start replacing their vehicles with hybrid-electric vehicles, but electric vehicles are not an option at this point because of the duty cycle of the vehicles. The Committee discussed the need for the Police to consider a future transition to fully electric vehicles, even if that is not possible in the immediate future.

Sweeps: A sweep of \$218.83 is possible from the Fitness Equipment line item, but all of the other prior year balances are expected to be spent. Ms. Cody asked about the outstanding amounts in the Bullet Proof Vest line item, since they are asking for additional money for FY24. The Committee suggested looking into either sweeping these funds or not allocating funds for FY24, given the accrued balances. Mr. Moore also raised the question of FY16 borrowed funds that have not been spent, and suggested that some pressure needs to be brought to bear to make sure these funds are either spent quickly or are taken back.

The Committee provisionally approved the recommendations of the subcommittee (including adjusting the budget for Item 27 to zero dollars by moving it beyond the current

plan), with the exception of Item 31 (Firearms), which is being recommended for removal since it should be classified as an operating budget item, by the following vote:

Joseph Barr: Absent,
Ida Cody: Yes,
Jose Farias: Yes,
Darrel Harmer: Yes,
Jonathan Haughton: Yes,
Kate Loosian (seconded motion to approve): Yes,
Phyllis Marshall: Absent,
Michael Mason: Yes,
Chris Moore (made motion to approve): Yes,
Joe Solomon: Yes,
Timur Kaya Yontar: Yes.

Subcommittee Report-Fire Department: Mr. Farias presented the requests from the Arlington Fire Department (AFD):

- 4-Exercise Equipment: Planning ahead for equipment replacement to keep staff healthy and avoid injuries.
- 11-Replacement of Rooftop HVAC Units: This wasn't included earlier due to an oversight, but has been recommended by the Facilities Department. These need to be replaced due to their age.
- 13-LUCAS 3 Chest Compression System: AFD wants to have another unit available to ensure proper coverage, particularly with staffing issues from the private ambulance companies. Mr. Moore asked about how these are being deployed, and the subcommittee clarified that these will be deployed on the front-line fire engines (rather than on the ambulances), so that they are more available, since the ambulances are often leaving the town to take patients to the hospital, which takes these units out of active use until the ambulance returns.
- 20-Replacement of Pumper Fire Engine: This is planning for a future replacement of a 2008 engine based on a 10% yearly inflation of current prices. This is a very high number, and if inflation goes down in the future, the cost of this could come down significantly. The Committee decided to reduce the inflation rate to 5%, recognizing that it's unlikely that inflation will remain at 10% over the next five years. Mr. Haughton asked whether there is any trade in value for the old engine and the subcommittee said that they would look into this. Mr. Solomon asked about the transition to electric vehicles, and the subcommittee noted that there are questions about the duty cycle, cold weather performance, and total cost, so this change is not likely to happen soon.
- 24-Vehicle Replacement: This is to replace a vehicle that will be 12 years old at the time it is replaced. Mr. Moore asked about the cost, which seems relatively high, and whether this includes any specialized equipment. The subcommittee said that they will look at this again with the Fire Department. Mr. Solomon also noted that the specific vehicle being quoted is being discontinued, so they will need to specify a different vehicle at the point when it is being purchased.

- 25-Vehicle Replacement: This will replace a vehicle that will be 10 years old at the time it is replaced. Mr. Haughton asked why the replacement cycle is shorter for this vehicle, and the subcommittee said they would obtain more information as to why there is a difference.
- 3-Waterproofing of the Fire Headquarters building: This was presented by AFD as following normal maintenance procedures, but the Committee raised questions about how necessary this work may be, given current state of the practice on maintaining brick buildings. The subcommittee said that they would consult with the Facilities Department on this question.
- 5-Firefighter Protective Gear: This request is based on the normal replacement cycle for this equipment.
- 6-Fire Headquarters Boiler Replacement: This request is based on information from the Facilities Director, and the cost estimate has been updated based on current cost factors.
- 7-Fire Headquarters Hot Water Tank Replacement: This request is based on information from the Facilities Director, and the cost estimate has been updated based on current cost factors. This led to a discussion of why these items are all being replaced in a similar time frame, but it seems like this is based on the date when the facilities were most recently renovated, and the useful life of some of these systems.
- 8-Replacement of Rooftop Units: Mr. Moore asked a question about why these costs are significantly less than other locations, and the subcommittee said that they would look into why this differential exists.

Because of time, the Committee decided to finish reviewing the AFD requests at the next meeting.

New Business: There was no new business.

Meeting Adjournment: The meeting adjourned at 7:02pm, based on the following vote:

Joseph Barr: Absent,
 Ida Cody: Yes,
 Jose Farias: Yes,
 Darrel Harmer (seconded motion to adjourn): Yes,
 Jonathan Haughton: Yes,
 Kate Loosian: Yes,
 Phyllis Marshall: Absent,
 Michael Mason (made motion to adjourn): Yes,
 Chris Moore: Yes,
 Joe Solomon: Yes,
 Timur Kaya Yontar: Yes.